

Workplace Safety Products & Practices for Flu and Cold Prevention

City Purchasing offers the following environmental products and contracts recommended by the City Health & Safety Unit (Department of Personnel) for desktop and workspace flu and cold prevention.

<u>Desktop and workspace cleaning product contracts</u> <ul style="list-style-type: none">• Keeny's Office Supplies (425-556-1734) (woman-owned)• Office Depot (1-888-438-1326 or 1-888-438-0102)• Complete Office (206-622-6002) (locally-owned)	<u>Preferred Labels to Look for:</u> <ul style="list-style-type: none">• Any Greenseal certified products• Any Ecologo certified products• Clorox GreenWorks, Seventh Generation, Gojo
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What to do

- Cough into your elbow and always cover coughs and sneezes.
- Wash your hands after using and throwing away tissues.
- Wash your hands often with soap and water for 20 seconds.
- Use a 60% (minimum) isopropyl alcohol-based hand cleaner when soap & water are not available.
- Clean your workplace surfaces such as keyboards, phones and desktops.
- Clean shared surfaces such as copiers, fax machines and break room surfaces as needed using biodegradable cleaning agents. (Stay away from aerosol spray cans and anti-bacterials.)
- Maintain routine cleaning standards. No additional disinfection is recommended.

What to Buy (if your work unit wishes to buy prevention products, here are those advised)

- Biodegradable hand soaps (e.g., Green Seal or Gojo certified). Soap by itself creates an inhospitable environment for bacteria. Plain soap and the friction from rubbing your hands together cleans hands without the problems of anti-bacterial soaps.
- Automated dispensers for soap or hand sanitizer to reduce potential contact with contaminated surfaces.
- Hand sanitizers or wipes with at least 60% isopropyl alcohol. Lower concentrations are less effective. Purell Alcohol Sanitizing products, packaged for single use, in refillable bottles or pop-up cans of wipes, are a good example. Alternatively, use a biodegradable non-aerosol cleaning spray with paper towels for cleaning commonly-touched items.
- Hand tissues (30% to 100% recycled content).
- Masks/respirators only as indicated by appropriate health advisories; use Blanket Contracts for Safety Supplies.

What to Avoid

- Avoid Lysol products and Clorox bleach (except Clorox GreenWorks products)
- Prohibit aerosol spray cans because of the environmental, inhalation and/or flammability hazards.
- Avoid soaps (for example Dial and Softsoap) with anti-bacterial chemicals added (such as Triclosan.) CDC has raised concerns about the development of resistance in bacteria due to the use of these consumer products. Triclosan is one of the most common chemicals found in wastewater treatment plant discharges and can cause reproductive problems in animals.
- Avoid typical pre-moistened non-alcohol wipes (such as Clorox wipes) because they contain bleach, anti-bacterials or other negative products.
- Avoid products with fragrances. Some fragrances may negatively impact some employees.

For more information, contact Sharon Mickelson, Department of Personnel, 684-7862.